



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SUPERVISING FRAUD INVESTIGATOR I

\$5,476 - \$7,146

FRAUD DIVISION

VALENCIA REGIONAL OFFICE

RESPONSIBILITIES:

Under the direction of the Supervising Fraud Investigator II, Regional Office Captain, the incumbent directly supervises a team of Fraud Investigators, Investigator Assistants and oversees the activities of other support staff assigned to the Valencia Regional Office. The incumbent will work with officers from other law enforcement agencies and staff involved in insurance fraud investigations. Assist in conducting background and/or internal affairs investigations. Plan, coordinate, and participate in complex fraud investigations involving multiple service of search warrants, felony arrest warrants, and undercover operations. Acts on behalf of the Supervising Fraud Investigator II in his/her absence; act as the Evidence Control Officer and Equipment Manager. Incumbent reviews criminal investigation work products of subordinate staff, and may personally participate in difficult or complex investigations. The incumbent must successfully qualify at quarterly weapon qualifications and meet all Peace Officers Standards Training requirements. Incumbents perform a full range of peace officer duties and responsibilities in the accomplishment of their assignments in accordance with the California Penal Code, Section 830.3. Incumbents must qualify and carry a firearm; possess a valid driver's license issued by the Department of Motor Vehicles and be able to safely operate a motor vehicle. ***This position is designated as peace officer. Background check, fingerprinting and approval of psychological screening and medical examination are required for employees who are new to the Enforcement Branch.*** Travel may be required.

DESIRABLE QUALIFICATIONS:

- Recent experience in State service as a peace officer investigating auto, workers' compensation, property and casualty insurance fraud;
- Ability to be self-motivated, to motivate others, to set and achieve goals, and to operate with a high degree of independence;
- Ability to successfully perform both the investigative and administrative duties of the job;
- Ability to liaison with other law enforcement and prosecuting agencies in the region;
- Graduate of Regular Basic Course (RBC) academy or Specialized Investigators' Basic Course (SIBC) academy required.

8/15/14 EMC

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a Statement of Qualifications in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Supervising Fraud Investigator I level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), Statement of Qualifications, and proof of meeting the minimum qualifications of the classification to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Supervising Fraud Investigator I, PSN # 413-086-7541-005" ON THE STATE APPLICATION.** **Applications must be postmarked by the final filing date to be considered.** For additional information, please call Eva Crew at (916) 492-3310

FINAL FILING DATE: **August 29, 2014 by 5:00 p.m. – Close of Business**

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NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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